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CIA Emergency Planning Officer

28 September 1959

Plans and Policy Staff

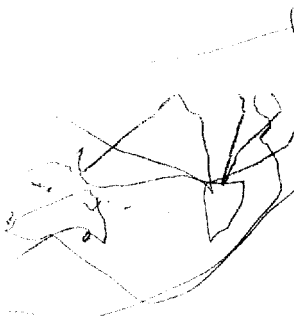
OTR Space and Equipment Requirements at the

25X1A6a

The following is submitted in response to your 23 September 1959 request for an estimate of OTR office space and equipment requirements

25X1A6a

Equipment

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- 2 Executive desks (class A if available)
 - 2 Swivel chairs, leather
 - 1 Typist desk (class A if available)
 - 1 Typist chair
 - 4 Combination lock safes, 4-drawer
 - 3 Side chairs, leather, w/arms
 - 1 Costumer
 - 3 Telephones with two lines in rotary
 - 1 Typewriter, electric

Office Space

Director of Training	1 room, 300 sq.ft.
Deputy Director of Training	1 room, 250 sq.ft.
Secretary and Files	1 room*, 150 sq.ft.

*Accessible from each of other two rooms

SIGNED

Document No. 021

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO TS S C

EOA Memo, 4 Apr 77

Auth: DPA REG. 77/1768

Date: 1 Feb 78 By: 222

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